

CONFIDENTIAL

Approved For Release 2000/06/19 : CIA-RDP80-00832A000100050018-2

Copy
1 October 1951

Chairman, Efficiency Awards Committee
THROUGH : Acting Personnel Director
Recorder, Efficiency Awards Committee

Approval of Employee Awards Recommended by the Efficiency Awards Committee.

1. In the past, recommendations of the Efficiency Awards Committee concerning awards under the Agency Incentive Awards Program have been reported to the Deputy Director (Administration) through a memorandum such as the one attached hereto. Approval of the Committee recommendations has been confirmed by having both the Deputy Director (Administration) and the Chairman, Efficiency Awards Committee sign the subject memorandum. The memorandum, signed by these two Agency officials, has constituted the authority for granting incentive awards as recommended by the Awards Committee.

2. If the procedure outlined above is satisfactory, the attached memorandum reporting the recommendations made by the Committee on 26 September 1951, should be presented to the Deputy Director (Administration) for his approval. The approved memorandum and the carbon copy, both bearing the signatures of Mr. Wolf and General Devison, should be returned to the Committee Recorder, Room 104, North Building. The carbon copy will be forwarded by the Recorder to the Chief, Fiscal Division as authorization for payment of the cash award.

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PRB/DT:dms

Distribution:

- Orig & 1 - Addressee
- 1 - Superior Accomplishment Reward file - PRB
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